

**CHARTIERS TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
TUESDAY, JANUARY 6, 2014 7:00 P.M.**

Richard Metzler called the Chartiers Township Board of Supervisors Reorganization Meeting to order at 7:00 p.m., Monday January 6, 2014, at which time he asked all present to stand for the pledge of allegiance.

**ATTENDANCE:**

Attending this evening's meeting were Supervisors: A. William Kiehl, John M. Marcischak and Mr. Metzler. Additionally in attendance were James Liekar-Solicitor; Jodi L. Noble-Township Manager; Daniel Slagle-Township Engineer; Edward Jeffries-Public Works Director; Samuel R. Stockton-Community Development Coordinator and Wendy Williams-Recording Secretary.

**SWEARING IN OF NEWLY RE-ELECTED BOARD MEMBER AND TAX COLLECTOR:**

At this time Mr. Metzler introduced The Honorable Gary Gilman and The Honorable Katherine B. Emery, Judges of the Court Common Pleas of Washington County, as well as Mr. Harlan G. Shober, Commissioner of Washington County.

At this time Judge Emery administered the Oath of Office to John M. Marcischak as newly re-elected Supervisor and Carol Warcholak as newly re-elected Tax Collector.

**ELECTION OF OFFICERS FOR 2014:**

Chairman:

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint A. William Kiehl as Chairman. Roll Call: Mr. Kiehl: abstain; Mr. Marcischak: yes; Mr. Metzler: yes. The motion carried 2-0-1.

Vice Chairman:

A motion was made by Mr. Marcischak and seconded by Mr. Kiehl to appoint Richard Metzler as Vice Chairman. Roll Call: Mr. Marcischak: yes; Mr. Metzler: abstain; Mr. Kiehl: yes. The motion carried 2-0-1.

Secretary:

A motion was made by Mr. Metzler and seconded by Mr. Kiehl to appoint John Marcischak as Secretary. Roll Call: Mr. Kiehl: yes; Mr. Marcischak: abstain; Mr. Metzler: yes. The motion carried 2-0-1.

## **APPOINTMENT OF SALARIED POSITIONS**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Jodi L. Noble to the position of Township Manager. All Supervisors voted yes. Motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Anita Marcischak to the position of Township Treasurer. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Samuel R. Stockton, to the position of Community Development Coordinator. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Edward Jeffries to the position of Public Works Director. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint James M. Horvath to the position of Chief of the Chartiers Township Police Department. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to establish certain offices and classification of employment, the salaries or compensation and certain benefits for the same and adopt Resolution R-1-2014 accordingly. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to enter into an employment agreement with the Township Manager for a period of one (1) year, until the first Monday in January 2015. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to enter into an employment agreement with the Community Development Coordinator for a period of one (1) year, until the first Monday in January 2015. All Supervisors voted yes. The motion carried.

## **ESTABLISH BONDS FOR POSITIONS REQUIRING BONDING**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to establish bond for Treasurer - \$1,000,000. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to establish bond for Township Manager/Assistant Treasurer at \$250,000. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to set bond for the Local Service Tax Collector /Sewer Clerk at \$200,000. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to set Elected Tax Collector Bond at \$200,000. The amount of Bond is set at 30% of the total estimated collections. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to have Assistant Secretary covered by Public Employment Bond during the absence of the Township Secretary. All Supervisors voted yes. The motion carried.

### **OTHER SECRETARIAL APPOINTMENTS**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to make the following Secretarial appointments – Township Board of Supervisors – Wendy Williams; Zoning Hearing Board and Planning Commission – Joanne Buckel. All Supervisors voted yes. The motion carried.

### **PROFESSIONAL SERVICES**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Liekar and Liekar as Township Legal Counsel. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Nichols and Slagle Engineering as Township Engineer. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Thomas Lonich as the Zoning Hearing Board Legal Counsel. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to name Robert Simonin Agency of Canonsburg as Insurance Broker of record. All Supervisors voted yes. The motion carried.

### **OTHER APPOINTMENTS**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Jodi L. Noble to the position of Township Assistant Treasurer. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Jodi L. Noble as Assistant Township Secretary. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Robert Fetty Emergency Management Coordinator. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Wendy Williams as Miscellaneous Fee Collector for the Township. All Supervisors voted yes. Motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Carol Warcholak Street Light/Hydrant Assessment Collector. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Carol Warcholak as Township Census Clerk. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to reappoint Kym Secreet as Animal Control. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler to reappoint Vince Altieri Fire Marshall. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Keith Straight to the Chartiers Township Planning Commission for a period of four (4) years, until the first Monday in January, 2018. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Charlotte Strimel to the Parks and Recreation Committee, for a period of five (5) years, until the first Monday in January, 2019. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Bronwyn Kolovich to the Parks and Recreation Committee, for a period of five (5) years, until the first Monday in January, 2019. All Supervisors voted yes. The motion was carried

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Dr. Jon Kelly to the Parks and Recreation Board for a period of two (2) years until the First Monday in January, 2016. All Supervisors voted yes. The motion was carried.

Due to the lack of a nomination to appoint a member to the Parks and Recreation Committee, for a period of one (1) year until the first Monday in January 2015 motion was tabled.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Betsy Heinz to the Friends of the Park Board for a term of three (3) years, until the first Monday in January 2017. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler and seconded by Mr. Metzler to appoint William Hill to the Parks for a term of three (3) years, until the first Monday in January, 2017. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Dr. Jon Kelly to the Parks Committee for a period of two (2) years, until the first Monday in January, 2016 to fill an unexpired term. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler to appoint James Daniels to the position of Auditor to fill an unexpired term until the first Monday in January, 2016. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint William Hill to the Chartiers-Houston Library Board of Trustees for a four (4) year term until the first Monday in January, 2018. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Mary Lou Patsch to the Vacancy Board. All Supervisors voted yes. The motion was carried.

### **BANK ACCOUNTS**

Acknowledge the Township Accounts are held at Northwest Bank, Canonsburg Office.

### **PUBLIC WORKS DEPARTMENT**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint Part-Time Public Works Superintendent (s): Richard W. Metzler, John Marcischak and A. William Kiehl. All Supervisors voted yes. The motion was carried.

### **SUPERVISORS MEETINGS**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to establish Supervisors regular monthly meetings – Workshop seconded Tuesday at 4:00 p.m. and the Regular Business Meeting fourth Tuesday of the month at 7:00 p.m. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to establish payment procedure for Township Invoices as follows: waive reading; payable at any regular meeting or special meeting, post on bulletin board by Treasurer prior to meeting. All Supervisors voted yes. The motion was carried.

### **REPORTS**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to have the following complete regular reports of their activities: Police Officers, Public Works Department Employees, Building Inspector/Code Officer and Building and Maintenance Worker. All Supervisors voted yes. The motion was carried.

### **STATE CONVENTION**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to appoint A. William Kiehl as PSATS Convention Voting Delegate. All Supervisors voted yes. The motion was carried.

## **FEES**

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to establish various fees, costs, charges and expenses and expenses pursuant to the ordinances of the Township of Chartiers and adopt Resolution R-2-2014 accordingly. All Supervisors voted yes. The motion was carried.

This concludes the January 6, 2014 Reorganization Meeting, the Board will now begin the regular monthly workshop meeting for January.

### **EXECUTIVE SESSION ANNOUNCEMENT:**

Mr. Kiehl announced that the Board of Supervisors met in Executive Session to discuss personnel matters Tuesday December 31, 2013 at 9:00 a.m. until 12:32 p.m.

### **VISITORS TIME:**

Mr. Jeff Simpson, 30 South Johnson Road, Houston, President of the Chartiers Township Volunteer Fire Department, thanked the Supervisors for their past support and thanked the Manager Mrs. Noble for meeting with the Fire Department on the budget. A report for 2013 will be presented to the Board in February.

**DEVELOPERS TIME:** None

### **STAFF REPORTS:**

Township Manager:

2013 Year in Review:

Mrs. Noble presented the Board a summarized report for 2013.

Planning/Zoning Officer:

Comprehensive Plan Update: Mr. Stockton stated the Planning Commission has submitted to the Board a plan for the West Pike Street Corridor with overlay for Commercial from Residential to Commercial and Streetscape. This year he will be presenting to the Planning Commission this month working on the Comprehensive Plan on the other access corridor that was identified in 2013.

Township Engineer:

Mr. Slagle presented the Development Proposals, as follows:

1. Lickert Resubdivision Plan – The Lickert Resubdivision Plan was resubmitted on January 2, 2014 for possible consideration at the next for Planning Commission Meeting on January

21, 2014. The plan basically consists of subdividing one 21.84 Acre lot into 2 lots along Plum Run Road.

2. Range Resources Hoskin Grading Plan – The project basically consist of the expansion on an existing Natural Gas Well Pad.
3. Range Resources Emergency Grading Plan – We reviewed the emergency grading plan.
4. Pending SALDO Plans – The SALDO Plans up for possible consideration at the next for Planning Commission Meeting on January 21, 2013 include: Horizon Warehouse Site Plan, Quarture Site Plan and the Diesel Subdivision Plan.

Mr. Slagle presented the following Capital Improvement Projects:

1. Midland Sewer Project – The PaDOT Highway Occupancy Permit Bonds were posted for submittal to PaDOT upon signature from Township. Notice-To-Proceed were issued to the Contractor. A Pre-Construction meeting is being scheduled for January 2014.
2. Midland Sewer R/W's – We plan to meet with the Solicitor to review the 8 R/W's and contacting each Township resident for possible R/W resolution.
3. Chartiers Township Community Center – The guide rails were removed for reinstallation with a 5'-8' gap for the walking trail.
4. PennVEST Settlement – We are currently preparing the First PennVEST Drawdown request for the next Township meeting upon approval of the ACH form.
5. Piatt Off-Site Sewer Project – The R/W at the beginning of the project was executed. The PaDEP/WCCD Permits were approved on October 18, 2013. The Off-Site Sewer will start construction next month.
6. McClane Farms Road Sewer Project – We submitted the McClane Farms Road Act 537 Plan on June 21, 2013 and responded to PaDEP comments on August 14, 2013. PaDEP has requested a 60 extension. We contacted WEWJA regarding capacity.

Mr. Slagle presented the following On-Going Development Projects, as follows:

1. Piatt Estates Plan PH I – Construction started on October 22, 2013. We are providing construction surveillance of the project. We are currently preparing the third Performance Bond Reduction for consideration at the next Township meeting. We have reviewed the revised sewer construction drawings.

Mr. Slagle presented the following On-Going Township Projects, as follows:

1. 2014 Paving Project – We request authorization to proceed with the design/bidding of the 2014 Paving Project for March 2014 bid opening.

2. 2014 Sewer Rehabilitation Project – We request authorization to proceed with the design/bidding of the 2014 Sewer Rehabilitation Project for March 2014 bid opening.
3. LSA Grant Application – We are preparing the presentation for the upcoming LSA Grant Presentation for the McClane Farm Road Sewer Project on January 21/22, 2014. Copies of the presentation will be distributed to the Supervisors prior to the presentation.
4. Arnold Park Field Project – We have assembled historical aerial survey data and prior conceptual plan for review by the Township. We are preparing preliminary cost estimate to prepare/review Park options with the Park and Rec. Committee, Planning Commission and Supervisors. We have prepared 3 alternatives for the Supervisors consideration.
5. Annual Wasteload Management Report – We are currently preparing the 2013 Annual Wasteload Management Report as required by PaDEP for CHJA and WEWJA which are due on March 31, 2014.

Township Solicitor:

Mr. Liekar asked the Board to authorize the Township Manager to sign the 501C3 documents to obtain Tax Exemption Status from the I.R.S. for the Chartiers Township Friends of the Park.

A motion was made by Mr. Metzler and seconded by Mr. Marcischak to authorize to authorize the Manager, Jodi L. Noble, to sign the document necessary to obtain 503.C Tax Exemption from the I.R.S. Friends of the Park All Supervisors voted yes. The motion was carried.

Mr. Liekar will have a status report on the progress of 8 Crossroads Road at the next meeting.

### **SUPERVISOR REPORTS:**

Mr. Marcischak – No report

Mr. Metzler – No report

Mr. Kiehl – No report

### **OLD BUSINESS**

None

### **NEW BUSINESS:**

1. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to enter into a Traffic Signal Maintenance agreement with the Pennsylvania Department of Transportation for the traffic signal at Pike Street and Country Club Road as part of the intersection improvement and traffic signal replacement project and adopt Resolution R3-2014 accordingly. All Supervisors voted yes. Motion was carried.



2. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to consider the request from Diana Schmotzer of 546 Birch Drive to approve a deduct meter, at her expense, for the aforementioned property. All Supervisors voted yes. The motion was carried.

3. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to accept the resignation of Patrolman Michael Hagerman effective January 1, 2014. All Supervisors voted yes. Motion was carried.

4. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to authorize the advertisement to test and hire a full-time patrolman as recommended by the Township Manager and Chief of Police. All Supervisors voted yes. The motion was carried.

5. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to authorize payment of invoices (General Fund: Check #288778-#28824: \$131,817.05; Light Fund: Check #1465: \$129.89; Fire Hydrant Fund: Check #1475: \$76.87; Act 13 Impact Fee Fund: Check 1011: \$6,633.04; Sewer Fund: Check #2701: \$1,343.47; Chartiers Industrial Park Escrow Fund: Check 1003: \$21,000.00; RT. 18 SLE Fund: Check #1161, 1162: \$34,242.50; Operating Reserve Fund: Check #1332: \$1,000.00; Liquid Fuels Fund: Check #1450, #1451: \$27,709.75; Parks & Recreation Growing Greener: Check #1100, Check #1101: \$2,756.00; Grand Total All Funds: \$226,708.57). All Supervisors voted yes. Motion was carried.

#### **DISCUSSION ITEMS:**

1. 2014 PSATS Convention – Mrs. Noble advised the Supervisors who are interested in attending should register now. An identification number found on the individual's membership card is required to register.

2. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to waive \$100.00 social hall rental fee per request from Chartiers-Houston Girls' Softball team. All Supervisors voted yes. The motion was carried

3. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to waive the rental fee for the Municipal Meeting Room as requested by Relay for Life. All Supervisors voted yes. The motion was carried.

4. Act 13 – Mr. Metzler advised that the State Supreme Court has ruled that it is unconstitutional that the State cannot require specific ordinances with regard to where oil and gas drilling activities take place. The Township adopted the State recommended ordinance in order to comply and receive to receive Act 13 Funds previously. The Supervisors have learned from the Solicitor that the Township is no longer held to the State's Ordinance. A motion was made by Mr. Metzler and seconded by Mr. Marcischak to send the Act 13 Ordinance back to the Planning Commission and ask that they look at issues such as: permitted use by right in residential areas; distances with regard to operations such as impoundments of other wells; compressor stations; surface and subsurface operations that may be taking place and to make recommendations to this Board for possible changes to our ordinance. All Supervisors voted yes. The motion was carried.

5. 2014 LSA Application Briefing – Mrs. Noble will try to get the Township on the schedule for January 21, 2014.

**PUBLIC COMMENT**

None

**ADJOURNMENT:**

The meeting was adjourned at 7:40 p.m.

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John M. Marcischak  
Secretary

Wendy Williams – Recording Secretary